

# HOUSE RULES

- **WINTER INTERCESSION:** Special semester = special rules:
  - **No** work will be accepted after its Due Date & Due Time
    - (Due Time, unless otherwise noted, will be **11am**)
  - **No** extra credit
  - **No** rewrites/revisions
  - **No** extensions
  - **No** incompletes
- **SAFE, RESPECTFUL LEARNING ENVIRONMENT:** Students have the right to have – as well as the responsibility to foster – a **safe, civil, and courteous learning environment** ... which is a growing concern in **online classes**. Therefore, disruptive behavior of any kind cannot be tolerated and shall result in removal from the class and possible sanctions from the Student Development Office.
  - “**DISRUPTIVE BEHAVIOR**” is defined as manners or actions that hamper the ability of professors to teach and students to learn.
  - Common examples of “disruptive behavior” for online courses include (*but are certainly not limited to*) the following:
    - **monopolizing classroom discussions; demanding an inordinate or inappropriate amount of time and attention;**
    - **failing to respect the rights of others to express their viewpoints;**
    - **frequently submitting assignments late**
    - **badgering or defaming other students or the professor through social media**
  - Extreme examples of “disruptive behavior” may include the following:
    - **using profanity or derogatory language;**
    - **taunting, badgering, or intimidating; harassing or stalking; cyber-bullying;**
    - **threatening to harm others or oneself; resorting to the use or threat of physical violence** (*shoving, grabbing, assaulting, or using or brandishing weapons*).
  - Please **RESPECT** your institution, your professor, your classmates, and yourself; otherwise, disciplinary actions definitely shall be taken.
- **FORMAT:** All assignments (excluding DG posts) will have the same format, which includes a **HEADER** on **page 1** (*in lieu of a cover page*) with your name, my name, course and section number, due date, and type of assignment—all of which is printed (*single-spaced*) in the upper **right**-hand corner of the first page. To illustrate:

**John Schmigliessa  
Dr. Housenick  
ENG 555-55  
15 Mar. 2025  
Effects Essay**

Also, for **pages 2+** you will create a **HEADER** located in the upper **right**-hand side of the page, and it will include your last name, no space, a hyphen, no space, and the page number:

**Schmigliessa-3**

This header, however, will *not* appear on the first page. Additionally, while these headers will be single-spaced, the text of **journals** and **essays** will be **DOUBLE-spaced** with a **Font size of 12”**

and a **Font style of TIMES NEW ROMAN**. (Consult the “**ESSAY Settings**” handout for set-up.) **\*No paper will be accepted without these conditions\***.

- **PLAGIARISM:** Cheating in any of its forms will result in failure for the course. Plagiarism, in particular, is the intentional or unintentional use of another’s words or ideas as your own. You are guilty of plagiarism if you:
  - include in your essay a passage, an identifiable phrase, or idea that you copied from someone else’s work without acknowledging and documenting your source;
  - use the exact sequence of ideas and organization of argument as your source;
  - fail to put an author’s words inside quotation marks;
  - fail to cite a source of summarized or paraphrased information;
  - use in your paper sections that have been written or rewritten by a friend or tutor (If the latter is a classmate, then BOTH students fail.);
  - use a paper you submitted for a previous class without my permission (Yes, you can be guilty of plagiarizing yourself!);
  - buy, find, or receive a paper that you turn in as your own work. (Raimes 84-85)
  - **\* Students who plagiarize will fail this COURSE without discussion.**
  - **\* To guarantee authenticity, we will utilize the “Safe Assign” tool in Learn (as a replacement for [Turnitin.com](https://www.turnitin.com).)**
- **PARTICIPATION:** For an online class, this requirement takes on a unique form. Essentially, students will earn participation points via Discussion Group and Chat Room involvement. To illustrate, if I were to assign 3 postings per week throughout our 15-week semester, then they would be worth 5 points each, as a test grade.
- **LATE PAPERS:** **No late papers will be accepted.** Assignments are to be submitted to Learn by **11 AM** on their due date; the link will disappear shortly thereafter. *Only* late papers resulting from an Excused Absence will be accepted, and even then they will be lowered one letter grade for day they are tardy. Generally speaking, that results in a **ten-point deduction** from the final grade (89→79). Furthermore, no late paper will be accepted one week after the due date, regardless of the excuse. At that point, the “0” will remain in the grade book.
  - Don’t: rely on excuses like “the computer ate my homework” or attach it to an email: These are still considered late and will not be accepted.
- **GRADE BOOK:** The grade book is available in Learn (“My Grades”) and will remain open to students during the semester if questions arise concerning grades or missing work. Thus, it is the students’ responsibility to keep track of their own assignments, for I will not chase students to inform them that they owe me work. Remember, material must be submitted no later than one week after the due date—with the appropriate deduction of points.
- **E-MAIL:** For an online course, E-mail represents the best way to contact me if you have questions or problems. If you would like to meet face-to-face, you can use E-mail to set up an appointment. Also, I will neither accept nor grade any unsolicited electronic material, so **do not send papers or other assignments via e-mail** (unless given explicit permission from me). Lastly, while I should not have to remind students of this, I will, nevertheless: **Watch your tone in these and all correspondences.** I know how stressful semesters can get, but that is no excuse to forget your

manners. Also, please **proofread** your E-mails as you would an essay (it's an ENGLISH class!).

- **CHILDREN:** Children are not a valid excuse for missing classes or assignments; you have registered for this class, not the child. Apply this same rationale to taking care of parents, grandparents, siblings, and pets.
- **COMPUTER PROBLEMS:** You have enrolled in an online class and must therefore find reliable equipment. Thus, computer and Internet problems are not valid excuses for missing classes or assignments.
- **EXCUSES:** Other invalid excuses for missing classes or assignments include: employment (priorities), other classes (time management), and sports (“student” comes before “athlete”).
- **FERPA:** Due to **FERPA** restrictions (*Family Educational Rights and Privacy Act*), I cannot and will not discuss with anyone else – specifically, your parents – your work, grades, attendance, attitude, or any other matter concerning your education.
- **INCOMPLETES:** I am *not* in the habit of granting “incomplete” grades, so prepare to complete all the course assignments – by their due dates. In the instance of extraordinary circumstances, you will have to have completed *at least 75 %* of the course work before you and I will discuss the matter.
- **DECORUM:** Regardless of anything else, this is a COLLEGE-level course, and as such students are expected to act accordingly. In other words, students are required to complete assignments by their due dates and times, to choose appropriate academic topics for assignments (*no sex or drugs*), to behave in an adult manner, and to treat fellow students with courtesy and respect.

## **\*DISCLAIMER\***

**While this syllabus is as accurate as possible, certain aspects of it are subject to change without notice. For instance, dates and grading may be altered by the instructor as necessary to suit the educational needs of the students enrolled in this course. If any section of the syllabus or any assignment is unclear, it is the responsibility of the student to approach the instructor and inquire about it.**